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## MEMORANDUM

To: Superintendents, Special Education Administrators, and Business Managers

From: Margaret C. Schelley, Special Education Finance Manager

Date: August 21, 2013

Subject: FY-2015 Special Education Service Plans

Field Memo: 13-07

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The forms and instructions for the FY-2015 Special Education Service Plan will be on the Agency's website: [http://education.vermont.gov/new/html/pgm\\_finance\\_sped.html](http://education.vermont.gov/new/html/pgm_finance_sped.html).

The FY-2015 Service Plans are basically unchanged again this year.

### **Service Plan Section B and Supervisory Union Consolidation**

Although the Service Plan forms have not been change, there may be changes in how you complete the forms if there are changes being implemented for FY-2015 to which budget entities pay for special education costs. For example, there are a number of supervisory unions that are implementing the consolidating special education services at the supervisory union level for FY-2015. It is important that the FY-2015 Service Plan is accurately completed to show what budget entities will be providing and paying for what special education services for FY-2015. This particularly applies to Section B which is completed by each budget entity that will be paying for K-12 special education services in FY-2015. The supervisory union's Section B should include all of the costs that will be budgeted and paid by the supervisory union. On Section B, Part 1, the student and staff counts need to be shown by the budget entity that will be paying for them in FY-2015. This means that the student counts and staff FTEs for FY-2014 may be shown by the supervisory union if that is where the costs will be paid in FY-2015. It is important that you do not duplicate student and staff counts for the service categories.

Please keep the following in mind if there are changes in how you are completing the FY-2015 Service Plans:

1. Student counts and staff FTE by service category are to be shown by the budget entity that is expected to pay directly for the services in FY-2015. The student counts and staff FTE for FY-2014 can be shown by the budget entity that will be paying for them in FY-2015 if that makes the preparation easier.
2. If the staff FTE for a specific service category will be split between budget entities in FY-2015 such as professional staff paid by the supervisory union and paraprofessionals

working with them by the member school districts, then each budget entity counts the staff they will pay for and the student count is shown by one of the budget entities only so that the student count is not duplicated for that service category within the supervisory union.

3. The supervisory union needs to show at the bottom of Section B, Part 2 how the special education K-12 costs paid by the supervisory union are expected to be shared by their member school districts. The assessment of special education costs is controlled by 16 V.S.A. §301 with a supervisory union using the apportionment defined there unless the supervisory union has adopted a different method. It is important that the K-12 special education cost only be apportioned to K-12 school districts and not to districts that only provide preschool services.

**The deadline for submitting the FY-2015 Service Plan is October 15<sup>th</sup>, 2013.** It is important that the deadline is met in order for the Agency to compile the information for the FY-2015 State Special Education funding formula projections which are due out on December 15<sup>th</sup>, 2013. If the Service Plan for a supervisory union is not received by the deadline, the Agency is authorized to withhold funds due the supervisory union or its member school districts until the Service Plan is filed and accepted by the Agency.

### **Federal Data Report Forms - Section D**

The federal data report section of the service plan is in Section D, Parts 1-3 and that continues for FY-2015. Section D is available in a downloadable Excel Spreadsheet at [http://education.vermont.gov/new/html/prg\\_sped.html](http://education.vermont.gov/new/html/prg_sped.html). Section D should be submitted electronically via e-mail to Lucinda Morabito at [lucinda.morabito@state.vt.us](mailto:lucinda.morabito@state.vt.us). Any questions about completing Section D should be address to Lucinda at 802-828-3483.

### **Report Forms and Submission**

The electronic version of the forms will be e-mailed to the Special Education Directors and the Business Managers. All of the forms will be available on the Agency web site. We will be sending out the Service Plan package in paper format to the Special Education Director for each supervisory union. Please be sure to use the FY-2015 version of the forms when the service plan is submitted. The completed forms for Sections A-C should be mailed in paper form to the Agency to my attention while Section D is to be submitted electronically to Lucinda Morabito.